MASTER CONTROLLED DOCUMENTS LIST

Effective Date: 2/17/2000   Code: 443
Approved By: *B. Seery/443*   Program/Project: NGST

ISO Elemt	Document Number	Title	Location
N/A	NPD 1000.1	The NASA Strategic Plan	http://www.hq.nasa.gov/office/nsp/
N/A	NPG 1000.2	The NASA Strategic Management Handbook	http://www.hq.nasa.gov/office/codez/strahand/frontpg.htm
N/A	NPD 7120.4	Program/Project Management	http://nodis.hq.nasa.gov/Library/Directives/NASA-WIDE/Policies/Program_Formulation/N_PD_7120_4A.html
N/A	NPG 7120.5	NASA Program and Project Management Processes and Requirements	http://nodic.hq.nasa.gov/Library/Directives/NASA-WIDE/Procedures/Program_Formulation/N_PG_7120_5A.html
N/A	TBD	The Goddard Strategic Implementation Plan	http://internal.gsfc.nasa.gov/directives/
4.1	GPG 1060.1	Management Responsibility	http://gdms.gsfc.nasa.gov/gdms/plsql/masterlist.lib_list
4.1	GPG 1060.2	Management Review and Reporting for Programs and Projects	http://gdms.gsfc.nasa.gov/gdms/plsql/masterlist.lib_list
4.2	GPG 8730.3	The GSFC Quality Manual	http://gdms.gsfc.nasa.gov/gdms/plsql/masterlist.lib_list
4.3	GPG 1310.1	Customer Commitments and Review	http://gdms.gsfc.nasa.gov/gdms/plsql/masterlist.lib_list
4.4	GPG 8700.1	Design Planning and Interface Management	http://gdms.gsfc.nasa.gov/gdms/plsql/masterlist.lib_list
4.4	400-PG-8700.2.1	Configuration Control Requirements	http://gdms.gsfc.nasa.gov/gdms/plsql/masterlist.pgwi
4.5	GPG 1410.1	Directives and Documentation Management	http://gdms.gsfc.nasa.gov/gdms/plsql/masterlist.lib_list
4.5	GPG 1410.2	Configuration Management	http://gdms.gsfc.nasa.gov/gdms/plsql/masterlist.lib_list
4.6	GPG 5100.1	Procurement	http://gdms.gsfc.nasa.gov/gdms/plsql/masterlist.lib_list
4.6	GPG 5100.2	Supplier Performance Records	http://gdms.gsfc.nasa.gov/gdms/plsql/masterlist.lib_list
4.9	GPG 7120.2	Project Management	http://gdms.gsfc.nasa.gov/gdms/plsql/masterlist.lib_list
4.13	GPG 5340.2	Control of Non-Conforming Product	http://gdms.gsfc.nasa.gov/gdms/plsql/masterlist.lib_list
4.14	GPG 1710.1	Corrective and Preventive Action	http://gdms.gsfc.nasa.gov/gdms/plsql/masterlist.lib_list
4.16	GPG 1440.7	Control of Quality Records	http://gdms.gsfc.nasa.gov/gdms/plsql/masterlist.lib_list
4.16	400-PG-1440.7.1	Control of Program and Project Records	http://gdms.gsfc.nasa.gov/gdms/plsql/masterlist.pgwi

ISO Elemt	Document Number	Title	Location
4.17	GPG 9980.1	Internal Audit System	http://gdms.gsfc.nasa.gov/gdms/plsql/masterlist.lib_list
4.18	GPG 3410.2	Employee Training and Qualification	http://gdms.gsfc.nasa.gov/gdms/plsql/masterlist.lib_list

7/19/99   DIRECTIONS NOTICE

To all ISO Implementation Managers and Directives Managers:

There is currently a requirement for all projects to establish a Master Controlled Documents List. Jim Moore imposed this requirement about three weeks ago, by issuing direction to all Program and Project Managers.

Attached is a template to use for this function. Use of this template is not mandatory, but it will become mandatory in the very near future. Therefore, it is recommended that you begin using this template as soon as you can. It may have some minor revisions in the immediate future, but this is workable.

This is really pretty simple. The top five lines are five directives and strategic plans that Jim Moore directed be placed on this list (this number may increase later). Below them, using your established Directives Requirements List, list the GPGs, PGs, and WIs applicable to your project. Do not identify the revision status – that information is available on line. The location for all GPGs, PGs, and WIs is the web site for the GDMS.

This is an MS Word table, so it will automatically resize itself for long titles.

Whenever you update this list, it should be reissued by your Program or Project Manager. By his/her approval, it effectively directs the project to implement the listed directives.